

AGENCY GENERAL COUNSEL OPINION

2 OCTOBER 1950

COMPLIANCE WITH PROVISIONS OF LAW PERTAINING TO
FEDERAL RECORDS

- "1. THE CENTRAL INTELLIGENCE AGENCY MUST COMPLY WITH THE RECORDS DISPOSAL ACT, INSOFAR AS IT DOES NOT CONFLICT WITH THE PROVISIONS OF PUBLIC LAW 253.
2. THE CENTRAL INTELLIGENCE AGENCY SHOULD COMPLY WITH PUBLIC LAWS 152 AND 754 WHENEVER POSSIBLE, EVEN THOUGH EACH SPECIFICALLY EXEMPTS CIA FROM ITS PROVISIONS. HOWEVER, IF SUCH COMPLIANCE WOULD RESULT IN THE UNAUTHORIZED DISCLOSURE OF INTELLIGENCE SOURCES AND METHODS, PUBLIC LAW 253 MUST BE FOLLOWED.
3. THE CENTRAL INTELLIGENCE AGENCY SHOULD COMPLY WITH EXECUTIVE ORDER 9784 WHENEVER POSSIBLE, ALTHOUGH IT DOES NOT REQUIRE DISCLOSURE OF CONFIDENTIAL INFORMATION WHICH WOULD ENDANGER THE NATIONAL INTEREST OR LIVES OF INDIVIDUALS. CONSEQUENTLY, NO RELIANCE UPON PUBLIC LAW 253 SEEMS NECESSARY.
4. PUBLIC LAW 253 PROVIDES THAT THE DIRECTOR OF CENTRAL INTELLIGENCE "SHALL BE RESPONSIBLE FOR PROTECTING INTELLIGENCE SOURCES AND METHODS FROM UNAUTHORIZED DISCLOSURE." IF THE DIRECTOR DEEMS COMPLIANCE WITH ANY EXISTING LAW WILL RESULT IN SUCH DISCLOSURE, NO COMPLIANCE IS NECESSARY."

EXHIBIT B

S-E-C-R-E-T

SECRET

MANAGEMENT STAFF
RECORDS MANAGEMENT DIVISION
September 1954

RECORDS MANAGEMENT DIVISION

Directs an Agency-wide Records Management Program covering:

- a. The creation of records.
- b. Their maintenance, organization, and use in the conduct of current business.
- c. The transfer, preservation or destruction of those records not currently required or seldom used.
- d. The selection and maintenance of vital materials.
- e. Liaison with other government agencies.

FORMS MANAGEMENT BRANCH

Directs a program covering:

- a. The design, utilization and supplying of forms.
- b. Assignment of form numbers.
- c. Development, maintenance and distribution of the agency forms index.
- d. Surveys and special studies of forms and related procedures, and the requirements of area programs.

REPORTS AND CORRESPONDENCE
MANAGEMENT BRANCH

Directs a program covering:

- a. The elimination and prevention of unnecessary reporting.
- b. Improved reporting.
- c. Streamlining the preparation and processing of correspondence.
- d. Improving the quality of correspondence.

SYSTEMS BRANCH

Directs a program covering:

- a. Systems for the maintenance of active records.
- b. Microfilm operations.
- c. Written communications.
- d. Filing equipment and filing supplies.
- e. Selection, deposit and maintenance of vital materials.
- f. Surveys and analyses of active records systems and filing equipment.

RECORDS DISPOSITION BRANCH

Directs a program covering:

- a. Records inventorying and appraisals.
- b. Records control schedules.
- c. Records disposition including Congressional authorizations.
- d. Surveys of area programs.
- e. Liaison with other Federal agencies on the destruction, preservation, loan and transfer of records.

RECORDS CENTER BRANCH

Formulates the standards and procedures responsive to agency requirements for the transfer and servicing of semi-active and inactive records.

Stores and protects inactive records and provides reference service.

Destroys records in accordance with approved schedules.

Preserves records with permanent or long retention value.

an introduction to...

REPORTS MANAGEMENT



WHAT IS REPORTS MANAGEMENT?

WHY IS IT NEEDED?

HOW IS IT ADMINISTERED AGENCY WIDE?

HOW IS AN AREA PROGRAM INSTALLED AND CONTINUED?

MANAGEMENT STAFF
RECORDS MANAGEMENT DIVISION

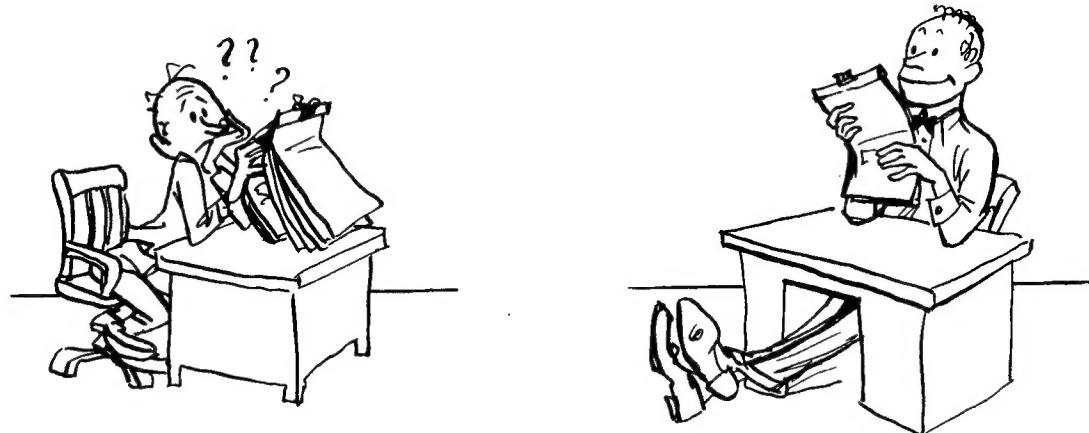
JULY 1954

Exhibit F

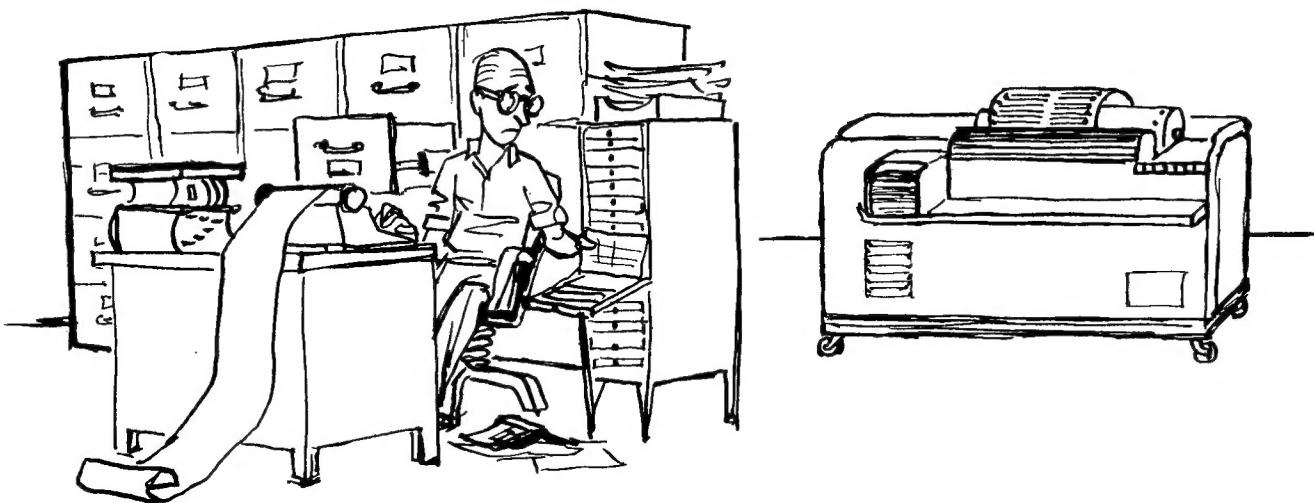
WHAT IS REPORTS MANAGEMENT?

IT IS A CONTINUING PROGRAM OF PLANNED REPORTS ANALYSIS DESIGNED TO...

- IMPROVE THE QUALITY OF REPORTS and
- ELIMINATE THOSE NOT NEEDED.



- ASSURE THAT REPORTS ARE PREPARED BY THE SIMPLEST AND LEAST EXPENSIVE MEANS.



REPORTS MANAGEMENT RESULTS IN...

- FEWER REPORTS, BETTER REPORTS, AT LESS COST!

0000266

001076113

LET'S FACE IT! AN AGENCY-WIDE NETWORK OF REPORTING SYSTEMS IS NECESSARY. OUR ORGANIZATION IS COMPLEX. OUR OPERATIONS ARE WORLD WIDE. WE MUST DEPEND ON REPORTS FOR CONTROL OVER THESE OPERATIONS.

BUT WITHIN SUCH A FRAMEWORK, SOME UNNECESSARY AND INADEQUATE REPORTING IS BOUND TO EXIST. SEEKING OUT AND CORRECTING THIS CONDITION, AND PREVENTING ITS RECURRENCE, CALLS FOR A COORDINATED AGENCY-WIDE PROGRAM OF REPORTS ANALYSIS.



HOW WILL THE AGENCY PROGRAM BE ADMINISTERED?

IT IS PROPOSED THAT THE AGENCY PROGRAM BE A DECENTRALIZED ONE. THAT IS, IT WILL BE COMPOSED OF MANY AREA PROGRAMS ESTABLISHED AT LEVELS WHERE MAXIMUM BENEFITS CAN BE EXPECTED FROM REPORTS MANAGEMENT. THUS COMPONENT (AREA) PROGRAMS CAN BE DESIGNED TO MEET SPECIFIC NEEDS.

EACH AREA PROGRAM SHOULD COVER AS A MINIMUM: ALL RECURRING ADMINISTRATIVE OR MANAGEMENT REPORTS REQUIRED FROM, OR PREPARED FOR...

- (1) OTHER HEADQUARTERS COMPONENTS.
- (2) ANY CONTINENTAL OR OVERSEAS FIELD ACTIVITY.
- (3) ANY ORGANIZATION, FEDERAL OR PRIVATE, OUTSIDE THE AGENCY.

EMPHASIS IS THUS PLACED ON MANAGING RECURRING ADMINISTRATIVE OR MANAGEMENT REPORTS.

HOWEVER, THIS SHOULD NOT EXCLUDE APPLYING REPORTS MANAGEMENT PRINCIPLES TO ONE-TIME REPORTS, OR THOSE WHICH PROVIDE FOR THE COLLECTION, PRODUCTION, OR DISSEMINATION OF INTELLIGENCE.

HOW IS AN AREA PROGRAM INSTALLED?

REGARDLESS OF THE SIZE OF YOUR ORGANIZATION OR THE COMPLEXITIES OF ITS REPORTS, CERTAIN STEPS ARE ESSENTIAL. LET'S BRIEFLY EXAMINE THESE.

STEP 1 - THE REPORTS INVENTORY



THIS STEP BUILDS THE PROGRAM'S FOUNDATION. IT PROVIDES DATA FOR AN IMMEDIATE ANALYSIS OF YOUR REPORTS, AND FURNISHES RECORD MATERIAL FOR CONTINUING THE PROGRAM. EACH REPORTING REQUIREMENT SHOULD BE DESCRIBED ON A DATA SHEET. IN ADDITION, IT WILL BE DESIRABLE TO ATTACH SPECIMEN COPIES OF THE REPORT, COPIES OF PERTINENT DIRECTIVES OR INSTRUCTIONS, AND OTHER DESCRIPTIVE MATERIAL.

STEP 2 - THE REPORTS ANALYSIS

THE MOST OPPORTUNE TIME FOR THIS ANALYSIS IS DURING THE INVENTORY. IT IS THEN THAT PROBLEM AREAS ARE REVEALED. FURTHERMORE, THE INVENTORY DATA SHEET CAN BE USED TO RECORD RECOMMENDATIONS.

ANALYSIS PROJECTS SHOULD BE PLANNED AND COORDINATED. HERE'S WHY.....



1. MANY REPORTS ARE INTERRELATED.
2. THE PROBLEMS OF THOSE WHO REQUIRE REPORTS AS WELL AS THOSE WHO MUST PREPARE AND SUBMIT THEM SHOULD BE CONSIDERED.
3. AN ANALYSIS OF REPORTING DOCUMENTS ALONE IS NOT ENOUGH. EQUALLY IMPORTANT IS AN EXAMINATION OF THE RELATED PROCEDURES AND RECORDS.
4. OUR REPORTING SYSTEMS CONTAIN A WIDE VARIETY OF NARRATIVE, TABULAR, GRAPHIC, AND PUNCH CARD REPORTS. ANALYZING THESE REQUIRES A KNOWLEDGE OF MANY TECHNIQUES. THE SERVICES OF AGENCY SPECIALISTS MAY THEREFORE BE NEEDED.

001076113

0000267

Approved For Release 2006/04/13 : CIA-RDP70-00211R000900030025-1
GUIDES (AND PERSONAL ASSISTANCE, IF DESIRED) WILL BE FURNISHED BY THE REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH. ALSO, THE INVENTORY DATA SHEETS CONTAIN BASIC QUESTIONS TO AID THE ANALYST. FOR EXAMPLE:

9. COMPLETE THE FOLLOWING USING SPACE 10 IF NECESSARY:		YES	NO
A. DOES INFORMATION IN THIS REPORT DUPLICATE IN ANY MANNER DATA IN OTHER REPORTS YOU PREPARE? IF SO, SPECIFY THE REPORTS.			
B. IS THE INFORMATION REPORTED IN MORE DETAIL, SUBMITTED MORE FREQUENTLY, OR GIVEN WIDER DISTRIBUTION THAN IS CONSIDERED NECESSARY? IF SO, EXPLAIN AND RECOMMEND CHANGES.			
C. IS YOUR OFFICE ABLE TO MEET THE REQUIRED SUBMISSION DATE FOR THIS REPORT WITHOUT DETRIMENT TO OPERATIONS? IF NOT, EXPLAIN. SPECIFY IF ANY OVERTIME HAS BEEN REQUIRED TO MEET DUE DATES. RECOMMEND CHANGES.			
D. IS THE FORM OR FORMAT PRESCRIBED FOR THIS REPORT ADEQUATE WITH REGARD TO: (1) SPACING - - - - - (2) WEIGHT OF PAPER? (<i>Can sufficient copies be made at one typing?</i>) - - - - - (3) POSSIBLE ELIMINATION OF TRANSMITTAL LETTERS? - - - - -			
E. IF THE REPORT IS REPRODUCED BY MIMEOGRAPH, DITTO, MULTILITH, ETC., DO THE MASTERS CONTAIN THE MAXIMUM AMOUNT OF PREPRINTED DATA (<i>headings, lines, etc.</i>)?			
F. ARE INSTRUCTIONS FOR THE PREPARATION OF THIS REPORT CLEAR AND COMPLETE?			
G. WOULD YOUR OFFICE CONTINUE TO: (1) MAINTAIN - - - - - (2) COMPILE - - - - - THE DATA BEING SUBMITTED IN THIS REPORT, IF THE DIRECTIVES FOR ITS SUBMISSION WERE RESCINDED? IF SO, EXPLAIN.			
10. WHAT IS YOUR APPRAISAL OF THIS REPORT? RECOMMEND ANY IMPROVEMENTS INCLUDING REVISED PREPARATION PROCEDURES.			

D. IS THE INFORMATION REQUIRED BY YOUR OFFICE APPROPRIATE TO ITS ASSIGNED FUNCTIONS, RESPONSIBILITIES, AND AUTHORITY?			
E. IS THE INFORMATION REQUIRED ACTUALLY AND ACTIVELY USED AS A BASIS FOR ACTIONS, PLANS, OR DECISIONS, AND DOES SUCH USE FULLY JUSTIFY THE COST OF PREPARING THE REPORT?			
F. DOES THE NEED FOR THIS REPORT RESULT FROM ADMINISTRATIVE OR PROCEDURAL PROBLEMS WHICH SHOULD BE CORRECTED RATHER THAN REPORTED? IF SO, RECOMMEND CHANGES.			
G. IS THE REPORT DESIGNED TO SERVE A PURPOSE WHICH COULD BE ACCOMPLISHED MORE EFFECTIVELY SOME OTHER WAY SUCH AS THROUGH DIRECT SUPERVISION OR INSPECTION? IF SO, RECOMMEND REVISIONS.			



FINDINGS AND RECOMMENDATIONS WHICH RESULT FROM THE WORKING-LEVEL REPORTS ANALYSIS GENERALLY REQUIRE STUDY OR RESOLVING BY HIGHER AUTHORITY. THIS IS THE PURPOSE OF THE REPORTS REVIEW.

THE AREA RECORDS OFFICER AND REPRESENTATIVES OF THOSE UNITS CONCERNED WITH THE REPORTS UNDER REVIEW SHOULD PARTICIPATE. IN ADDITION, A MEMBER OF THE REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH WILL BE

MADE AVAILABLE TO SERVE IN AN ADVISORY CAPACITY. IF DESIRED, A PANEL MIGHT BE ESTABLISHED FROM WHICH COMMITTEES COULD BE APPOINTED TO REVIEW REPORTS.

ON THE BASIS OF THIS REVIEW...

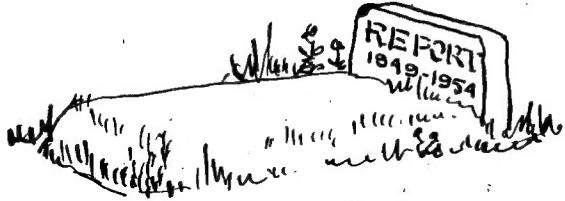
SOME REPORTS WILL BE FOUND
ESSENTIAL IN EVERY RESPECT.



OTHERS WILL BE CORRECTED
IMMEDIATELY...



OR CANCELLED!



0000268

... WHILE STILL OTHERS MAY REQUIRE FURTHER STUDY.

Approved For Release 2006/04/13 : CIA-RDP70-00211R000900030025-1 0010761131

Approved For Release 2006/04/13 : CIA-RDP70-00211R000900030025-1
STEP 4 - ESTABLISHMENT OF PROGRAM RECORDS

CASE FOLDERS AND REFERENCE FILES SHOULD BE ESTABLISHED CENTRALLY ON EACH REPORTING REQUIREMENT AS A BASIS FOR CONTINUING THE PROGRAM. RECORD MATERIAL WILL RESULT FROM THE INVENTORY, ANALYSIS, AND REVIEW.

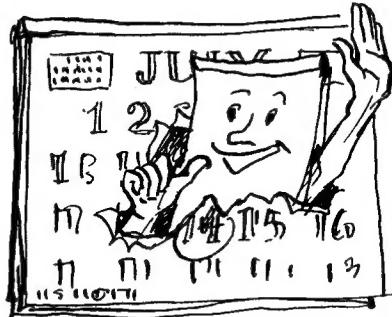
HOW IS THE PROGRAM CONTINUED?



TO BE SUCCESSFUL, THE PROGRAM MUST PROVIDE FOR A CONTINUING REVIEW OF REPORTS.

EACH NEW OR REVISED REPORTING REQUIREMENT SHOULD BE SCREENED FOR NECESSITY BY APPROPRIATE AUTHORITY PRIOR TO BEING ESTABLISHED.

EACH CURRENT REPORTING REQUIREMENT SHOULD BE RE-EXAMINED AT LEAST ANNUALLY TO ENSURE THAT ITS CONTINUANCE IS FULLY JUSTIFIED. THESE REVIEWS SHOULD BE STAGGERED THROUGHOUT THE YEAR TO DISTRIBUTE THE WORKLOAD. THE RE-EVALUATION PROCESS CAN BE SIMILAR TO THAT USED TO ANALYZE THE REPORTS DURING THE INSTALLATION PHASE. THAT IS, OPERATING PEOPLE EXAMINE THEIR REPORTING REQUIREMENTS AND SUBMIT RECOMMENDATIONS TO A REVIEW BODY FOR ACTION.



IT SHOULD BE REMEMBERED THAT AN ANNUAL REVIEW IS ADEQUATE ONLY IF CONDITIONS REMAIN STABLE. PROGRAMS ON WHICH INFORMATION IS REPORTED MAY ACCELERATE OR DECELERATE RAPIDLY. CHANGES IN ORGANIZATION AND FUNCTIONS TAKE PLACE. NEW FORCES OR TRENDS COME INTO BEARING. UNDER THESE CONDITIONS REPORTS SHOULD BE CONTINUALLY APPRAISED TO ASSURE THAT THEY ARE ECONOMICALLY SERVING THE PURPOSES FOR WHICH THEY WERE ESTABLISHED.

IF THIS IS DONE YOU CAN BE ASSURED OF....

FEWER REPORTS, BETTER REPORTS, AT LESS COST!

A STAFF REPRESENTATIVE WILL BE PLEASED TO DISCUSS REPORTS MANAGEMENT FURTHER WITH YOU. CALL EXTENSION 3742.

S-E-C-R-E-T

THIS EXHIBIT ILLUSTRATES...

A. RECORDS CONTROL SCHEDULE

THIS IS PREPARED BY RECORDS MANAGEMENT IN COLLABORATION WITH REPRESENTATIVES OF OPERATING ORGANIZATIONS.

B. REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

THIS IS PREPARED BY RECORDS MANAGEMENT AND CLEARED WITH REPRESENTATIVE OF THE OFFICE OF THE GENERAL COUNSEL, THE SECURITY OFFICE, AND THE OFFICE OF THE COMPTROLLER.

A FULLY CLEARED REPRESENTATIVE OF THE NATIONAL ARCHIVES REVIEWS AND APPRAISES OUR REQUEST AND SUBMITS IT TO CONGRESS FOR APPROVAL.

C. APPRAISAL REPORT

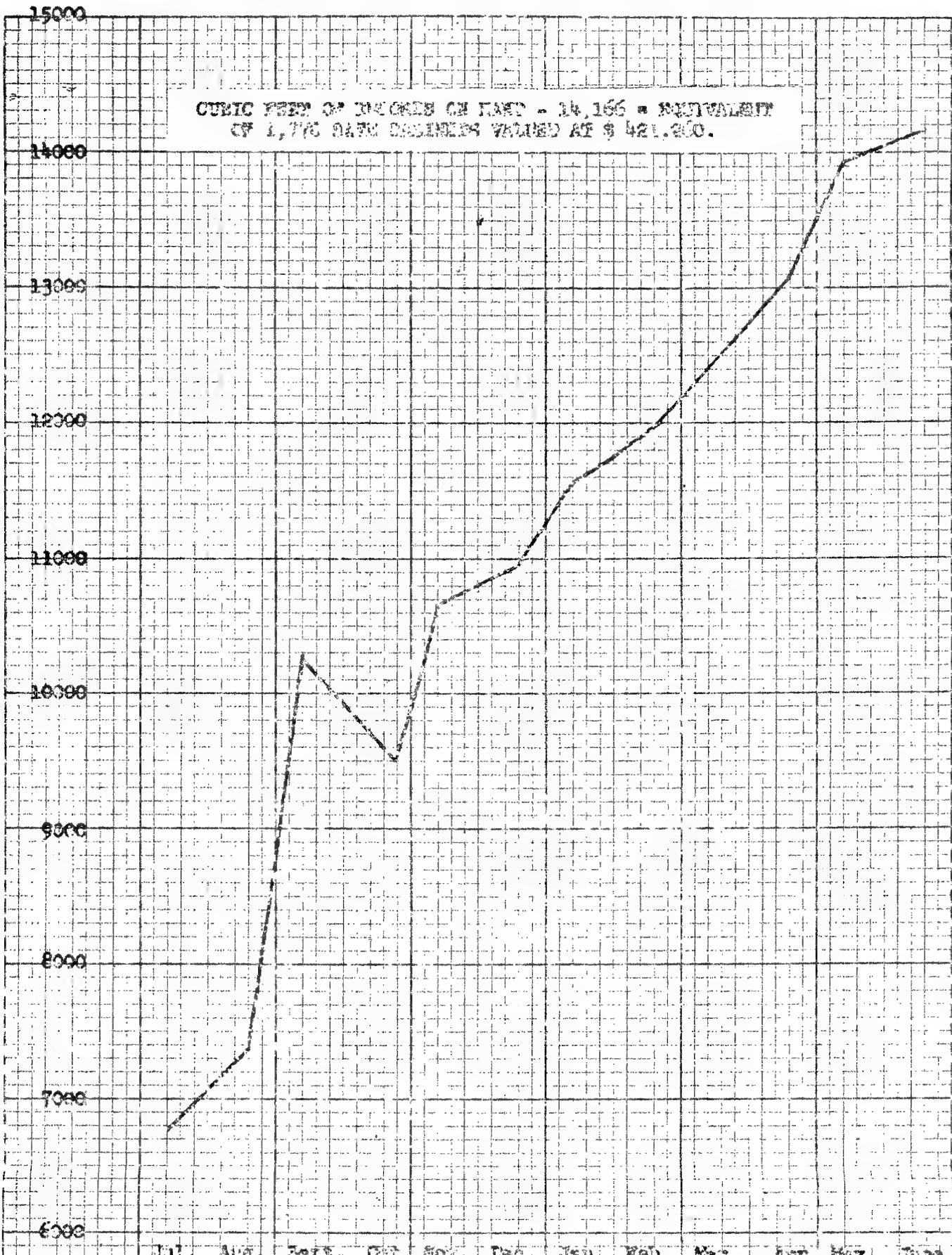
THIS IS PREPARED BY THE FULLY CLEARED REPRESENTATIVES OF THE NATIONAL ARCHIVES.

D. ACTION TAKEN BY CONGRESS

THIS IS SHOWN IN THE UPPER RIGHT PORTION OF THE REQUEST.

EXHIBIT G

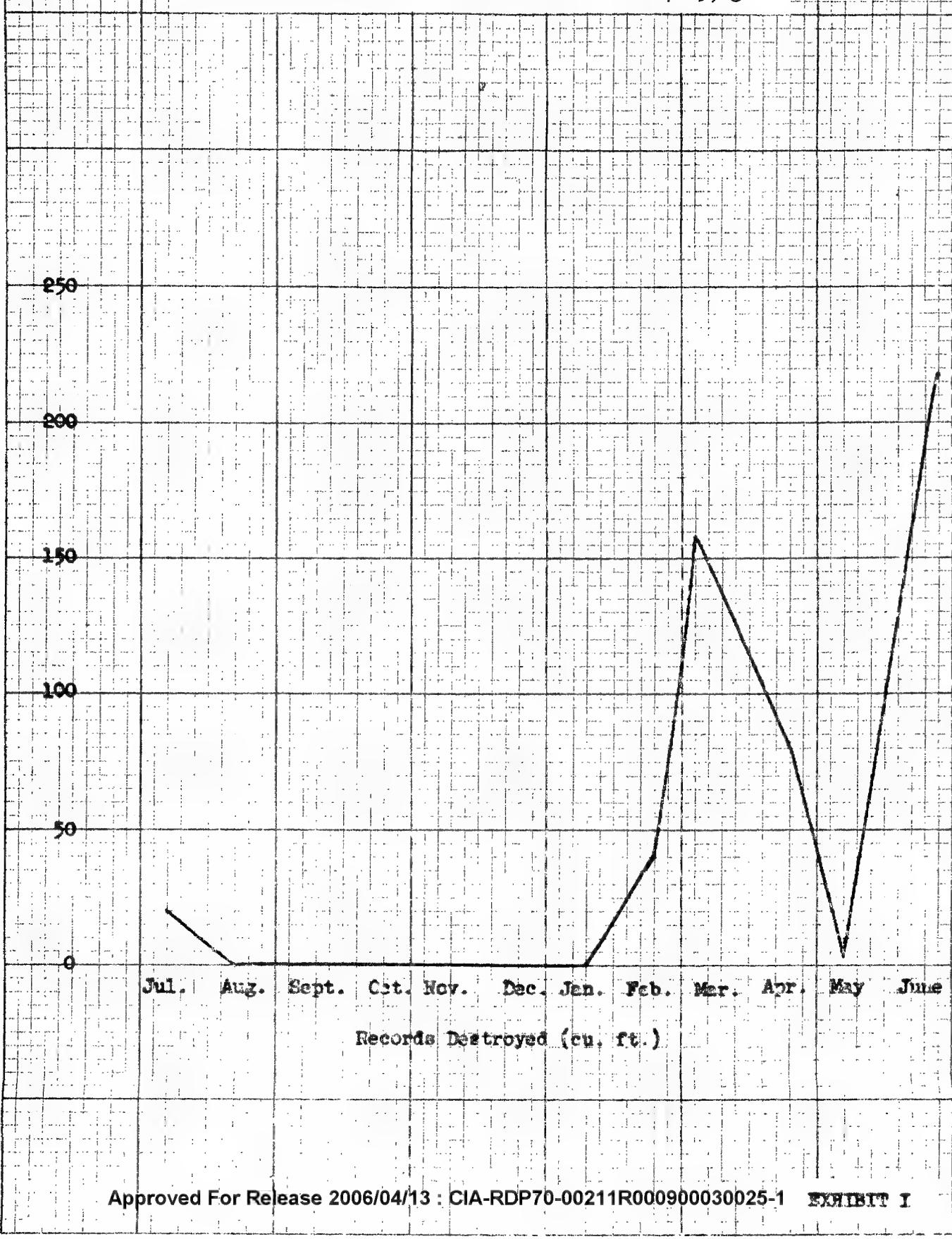
S-E-C-R-E-T



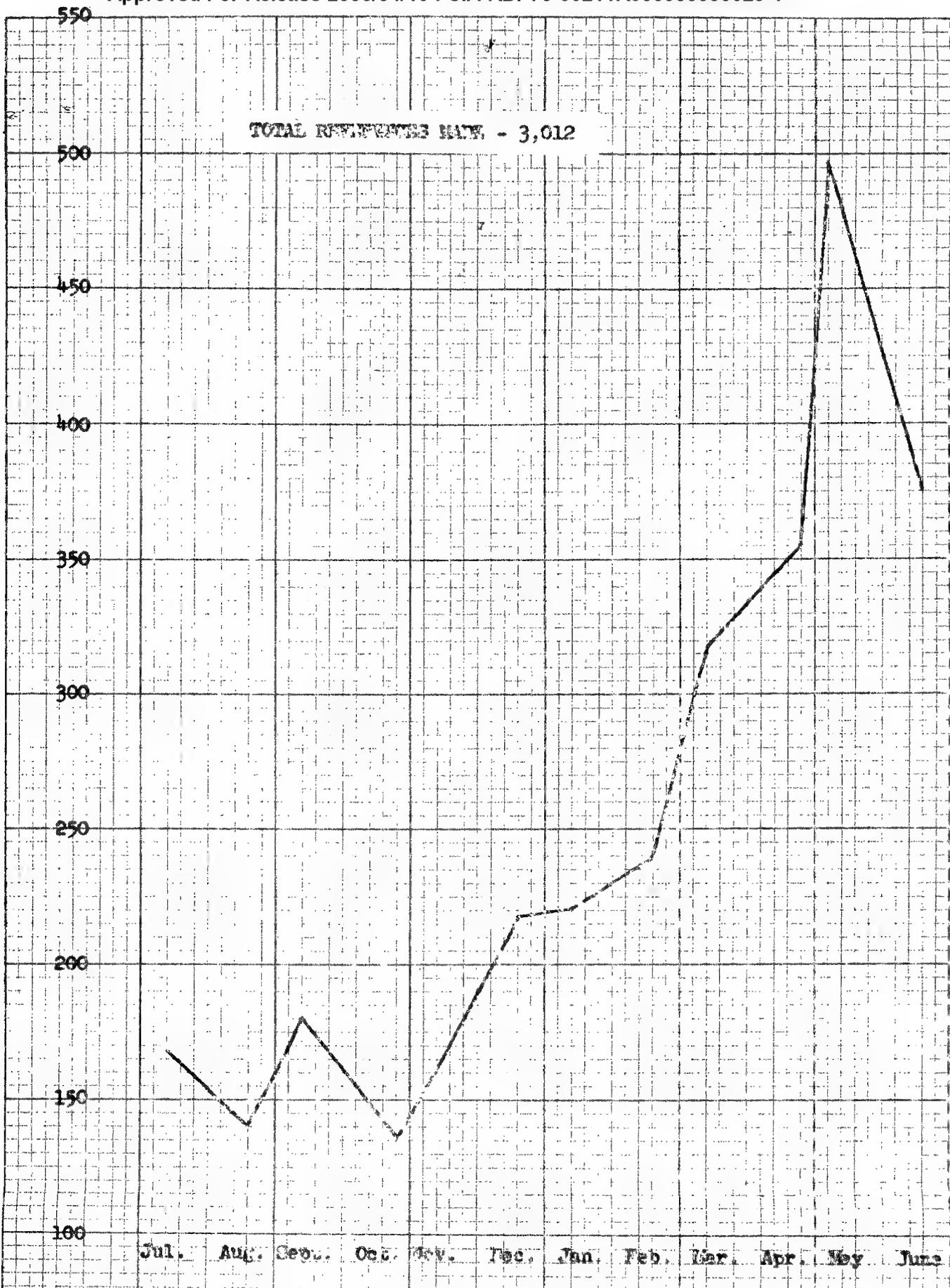
INACTIVE RECORDS DESTROYED IN ACCORDANCE WITH
LEGAL REQUIREMENTS - FISCAL YEAR 1954

Approved For Release 2006/04/13 : CIA-RDP70-00211R000900030025-1

TOTAL RECORDS DESTROYED - 516 CUBIC FEET =
EQUIVALENT OF 64 SAFE CABINETS VALUED AT \$ 15,232.



Approved For Release 2006/04/13 : CIA-RDP70-00211R000900030025-1 EXHIBIT I



Approved For Release 2006/04/13 : CIA-RDP70-00211R000900030025-1
~~SECRET~~

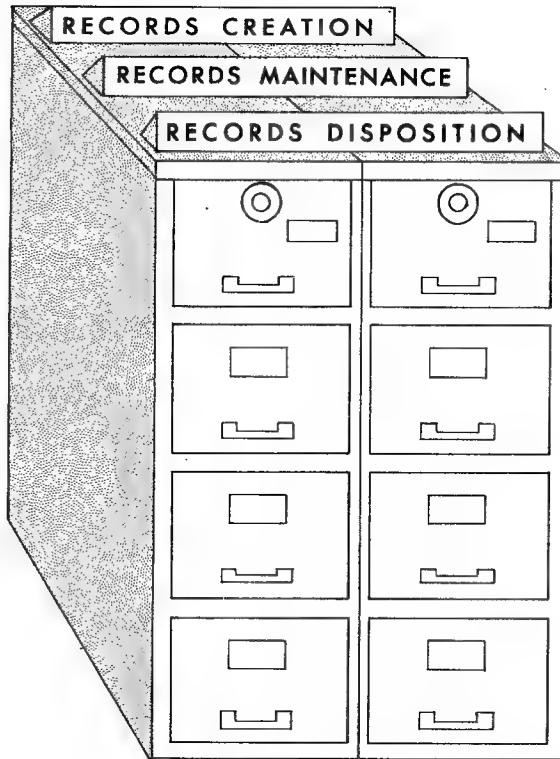
Approved For Release 2006/04/13 : CIA-RDP70-00211R000900030025-1
~~SECRET~~

H.B.

Approved For Release 2006/04/13 : CIA-RDP70-00211R000900030025-1
RESTRICTED
SECURITY INFORMATION

THE CENTRAL INTELLIGENCE AGENCY
RECORDS MANAGEMENT PROGRAM GUIDE

A BRIEF ON THE FUNCTIONAL
AREAS OF RECORDS MANAGEMENT



GENERAL SERVICES OFFICE
RECORDS MANAGEMENT & DISTRIBUTION BRANCH

SEPTEMBER 1953

Approved For Release 2006/04/13 : CIA-RDP70-00211R000900030025-1
K. Schubert

Approved For Release 2006/04/13 : CIA-RDP70-00211R000900030025-1

RESTRICTED

FOREWORD

This pamphlet has been prepared in response to requests for a concise outline of the scope of the Agency Records Management Program. It is not intended that it serve as an operating handbook, but instead, is designed to provide information for the use of Area Records Officers in presenting the Program to operating officials and other area personnel. Accordingly, program objectives and the methods to accomplish them have been stated in broad terms.

The Guide is written functionally; therefore phases of the Program are not necessarily outlined in the order in which they will be undertaken. However, the Guide will familiarize Agency personnel with the areas to be covered and will provide the Area Records Officers with a basis for scheduling the various steps of the Program.

RESTRICTED

Approved For Release 2006/04/13 : CIA-RDP70-00211R000900030025-1

RESTRICTED

CONTENTS

	<u>PAGE</u>
I. An Introduction to Records Management	1
II. Definitions	2
III. Creation of Records	
Reports Management	3
Forms Management	4
Correspondence Management	5
IV. Organization, Maintenance and Use of Records	
Mail Control	6
Reference Service	7
Maintenance Management	8
Equipment and Supplies Standards	9
V. Disposition of Records	10
VI. Vital Materials Program	11

RESTRICTED

RESTRICTED

SECTION I

AN INTRODUCTION TO RECORDS MANAGEMENT

Records are defined by statute, and Federal agencies are required by law to establish and maintain an active and continuing Records Management Program. Authority to destroy records is obtained from the Congress through the National Archives and Records Service in accordance with its prescribed standards and procedures. In CIA, this authority is obtained by the Records Management and Distribution Branch, General Services Office.

Records Management is a specialized field of work and deals with problems and practices relating to the creation, maintenance, organization, and use of records in the conduct of current business, and in the preservation, elimination, transfer or other disposition of those records which are not currently required or are seldom used. Although the need for adequate management over the accumulation of records exists from the time they are created or received until their final disposition, it is recognized that it is not possible to have such management absolutely alike in all areas because of the differences in organizational structure and substantive functions.

The essential guides and sources of detailed information for implementing the Agency Records Management Program will be handbooks developed in cooperation with operating and staff officials. In addition, the Records Management and Distribution Branch periodically will publish bulletins and other guides containing timely information on the Program.

There are presented in the following sections definitions and a general outline providing the reader with an over-all picture of the functional areas of records management. These areas are: Creation of Records; Organization, Maintenance

RESTRICTED

RESTRICTED

and Use of Records; Disposition of Records; and the Vital Materials Program.

SECTION II

DEFINITIONS

For purposes of this guide, the following definitions apply:

Records include all books, papers, maps, photographs, films, recordings or other documentary material, regardless of physical form or characteristic, made or received by any portion of the Agency in pursuance of Federal law or in connection with the transaction of public business and preserved, or appropriate for preservation, by the Agency or its legitimate successor as evidence of the organization, functions, policies, personnel, decisions, procedures, financial or legal transactions, operations, or other activities, or because of the informational value of data contained therein.

Non-record material includes library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications or processed documents.

Forms are printed or reproduced documents with blank spaces provided for inserting specific information. Form letters are printed or reproduced letters to furnish information for repeated mailings or one mailing to numerous destinations. Form letters with or without blank spaces, except for actual intelligence information produced therein, are considered forms.

Reports are all requirements for written data, one time or recurring, established to provide administrative or management control of operations.

0000259 - 2 - 001076113

RESTRICTED

Correspondence includes all memoranda, letters, and dispatches sent to or received by a person in the Agency in the execution of his official duties.

SECTION III

CREATION OF RECORDS

REPORTS MANAGEMENT

Objectives

1. Eliminate and prevent unnecessary or duplicate reporting.
2. Insure that instructions, forms, and procedures for necessary reports are clear and complete to provide simple and direct reporting methods.
3. Insure that required reports provide adequate data and that realistic reporting intervals are established.
4. Provide a central reference point for information on reports.

Method of Accomplishment

1. Conduct an initial reports inventory and establish reference and analysis files.
2. Establish controls for the clearance through the Area Records Officer of all proposed reporting requirements.
3. Review and analyze all new reporting requirements placed by the office upon other CIA elements and other Government agencies.

RESTRICTED

RESTRICTED

4. Analyze all reports prepared by the office to insure that reports are prepared in the most efficient manner, and to develop recommendations for submission to requiring offices or agencies.
5. In view of changes in organization and requirements, conduct periodic surveys to insure the necessity for each existing report and the adequacy of Reports Management records.

FORMS MANAGEMENT

Objectives

1. Insure the need for each existing form and each proposed form.
2. Reduce the number of forms by consolidating those serving like functions, eliminating obsolete or ineffective forms, and using standard Government forms when appropriate.
3. Simplify, standardize, and improve essential forms according to Agency standards.
4. Insure that forms are reproduced, stocked, and distributed as economically as possible.
5. Insure that procedures for use with specific forms (or groups of forms) provide for maximum efficiency and utilization of personnel.
6. Provide a central reference point for information on forms.

Method of Accomplishment

1. Conduct an initial forms inventory and establish reference and analysis files.

- 4 - 001076113

RESTRICTED

2. Establish controls for the clearance through the Area Records Officer of all proposed new and revised forms.
3. Review and analyze all requirements for forms and the procedures related to their use.
4. In view of changes in organization and requirements, conduct periodic surveys to insure the necessity for each existing form and the adequacy of Forms Management records.

CORRESPONDENCE MANAGEMENT

Objectives

1. Simplify and speed up the preparation and handling of correspondence.
2. Improve the quality of correspondence and adequacy of documentation.
3. Enable faster training and increased utilization of personnel.
4. Create better public relations.

Method of Accomplishment

1. Conduct surveys to determine the types and volume of correspondence prepared.
2. Provide measures for the continuous review of correspondence practices.
3. Develop and maintain uniform correspondence procedural and style policies and practices.

RESTRICTED

4. Develop and employ the use of pattern paragraphs, letter guides, and form letters.
5. Develop and maintain quality standards for improving letter content and letter writing aptitudes.
6. Review copy requirements to prevent the preparation of nonessential copies of communications.

SECTION IV

ORGANIZATION, MAINTENANCE AND USE OF RECORDS

MAIL CONTROL

Objectives

1. Provide for the prompt and systematic flow of correspondence from originators to action or information addressees.
2. Insure that action is accomplished within established time limits.
3. Provide receipt control for the exchange of classified matter, negotiable instruments, etc.

Method of Accomplishment

1. Conduct surveys to determine the types and volume of correspondence handled, production rates of machines and personnel, and the process steps affecting the flow of work.
2. Develop recommendations regarding the functional organization and staffing of the office, correspondence

001076113
0000261 - 6 -

RESTRICTED

RESTRICTED

- processing steps and techniques, forms, and the utilization of labor saving equipment.
- 3. Install the revised system, train area personnel in its use, and conduct periodic follow-up to insure adequacy of the system.

REFERENCE SERVICE

Objectives

- 1. Locate file stations realistically and insure that the contents of files are adequate for the reference services required.

Method of Accomplishment

- 1. To determine the best locations for file stations, consider: The degree to which administrative responsibility or control is delegated; the possible elimination of duplicate files; the quality of filing standards desired; the accessibility of files to users; any restrictions on the use of classified material; and the flow of material to the files.
- 2. To provide adequate reference service, determine: The volume and kinds of papers filed; manner in which requests for file material are made; impact of work flow on files; trends indicative of future reference requirements; and the adequacy of personnel, supplies, forms, and equipment.
- 3. Develop recommendations, install the revised system, train area personnel in its use, and conduct periodic follow-up to insure its adequacy.

RESTRICTED

MAINTENANCE MANAGEMENT

Objectives

1. Develop a classification plan for the standardized filing of both general administrative material and records dealing with the operational activities of the office.
2. Develop filing standards for the orderly maintenance and preservation of current records.
3. Provide auxiliary records or indexes (filing media) to facilitate reference to primary records.
4. Develop specialized systems for records pertaining to the operational activities of the office.

Method of Accomplishment

1. To develop a classification plan:
 - a. Analyze the content of records to determine definitive subject categories (primary, secondary, tertiary, etc.).
 - b. Apply the Subject-Numeric System of the Agency Filing Manual to general administrative records, and develop such special systems necessary for filing records of operational activities, of the office.
2. To develop filing standards:
 - a. Determine what material on specific transactions or subjects are to be kept together, the arrangement of folders, and the methods of labeling folders, guides, and file drawers.

001076113

- 8 -

0000262

RESTRICTED

RESTRICTED

- b. Install revised system, prepare written instructions, arrange for equipment and supplies, train area personnel, and conduct periodic follow-up to determine adequacy of system.
- 3. To provide adequate finding media:
 - a. Consider volume and complexity of records and the organizational structure of area served to determine type of index or guide needed.
 - b. Develop necessary forms and written instructions to implement the system, and procure equipment for its installation.
- 4. Analyze operational records to determine the extent that machine methods and other specialized forms of record keeping can be employed.

EQUIPMENT AND SUPPLIES STANDARDS

Objectives

- 1. Effect standardization of filing equipment and filing supplies.

Method of Accomplishment

- 1. Conduct surveys, provide guides, and establish control measures to insure that filing equipment and supplies conform to standards promulgated by the Records Management and Distribution Branch.

Approved For Release 2006/04/13 : CIA-RDP70-00211R000900030025-1

RESTRICTED

SECTION V

DISPOSITION OF RECORDS

Objectives

1. Provide for the economical and systematic disposition of Agency records including their preservation, retention, transfer, and disposal according to Federal statutes and regulations.
2. Release high cost office space and filing equipment no longer needed in the daily routine of business.

Method of Accomplishment

1. Prior to conducting a records disposition survey, obtain background information regarding the organizational structure of offices to be surveyed, their functions and missions, and the flow of work within and between offices concerned.
2. Plan the disposition survey, taking into consideration the availability of personnel, and the size and complexity of the organization. Determine in advance the basic records unit to be inventoried (i.e., whether each separate form, or a group of records serving the same purpose, will be reviewed), and specify the criteria to be used for describing each unit of record. Consider also the possibility of obtaining information of value for records management functions other than records disposition.
3. Conduct the inventory and record all pertinent information which will be needed to determine retention periods and the disposition of records.

001076118
Approved For Release 2006/04/13 : CIA-RDP70-00211R000900030025-1

RESTRICTED

4. Evaluate records in terms of their immediate usefulness to the Agency for administrative, legal, fiscal, and other operating purposes. Clear recommendations with operating officials.
5. Develop records control schedules in the form of directives to provide for the disposition of record and non-record material by either permanent preservation, microfilming, destruction, or transfer to less expensive records storage in the CIA Records Center. Obtain approval of schedules from operating officials and the CIA Records Officer.
6. Maintain records control schedules up to date in view of changes in organization and requirements.
7. Conduct periodic follow-up to insure that records control schedules are adequate and that the disposition of records is being effected in accordance with schedules.

SECTION VI

VITAL MATERIALS PROGRAM

Objectives

1. Provide for the secure transfer, storage, and ultimate disposition of materials essential to the Agency on a continuing basis and which in the event of destruction would constitute an irreplaceable loss.

Method of Accomplishment

1. In collaboration with the CIA Vital Materials Officer and operating officials:
 - a. Identify vital materials and determine their disposition.

Approved For Release 2006/04/13 : CIA-RDP70-00211R000900030025-

RESTRICTED

- b. Develop schedules for deposit and disposition.
- c. Initiate the transfer of vital materials to the repository.

0000264 - 12 - 001076113

Approved For Release 2006/04/13 : CIA-RDP70-00211R000900030025-
RESTRICTED

25X1

Approved For Release 2006/04/13 : CIA-RDP70-00211R000900030025-1

Approved For Release 2006/04/13 : CIA-RDP70-00211R000900030025-1